

CONFIDENTIAL

25 June 1952

Personnel Office
ATTN : Classification and Wage Administration Division
Chief, Foreign Documents Division
THRU : Acting Assistant Director for Operations
Request for Organizational Changes

25X1A

REF : CIA Notice

[Redacted]

1. It is requested that the following position changes be approved for the T/O of the Reports Branch, Foreign Documents Division:

Removal of one position No. K535, Administrative Assistant GS-7 from the Records Section

Establishment of one position, Intelligence Officer, GS-9 in the Editorial Section.

2. The removal of the Administrative Assistant position, which is presently unoccupied, to the Editorial Section is requested because the increased production of the Division as the T/O has been filled has reached such a volume that the editorial staff can no longer keep up with it. This has resulted in a back log of reports awaiting publication, withholding information needed by the consumer offices. The above requested change will remedy the situation.

J. J. BAGNALL

Distribution:

Orig. & 1

1 - 00

1 - FDD

FDD/BNM:rls (25 June 1952)

CONFIDENTIAL